

# APPENDIX E

## SAMPLE LETTER OF COLLABORATION FOR TDH PUBLIC HEALTH IMPROVEMENT GRANTS

Name and Address of Applicant Agency

Dear :

The <Applicant Organization Name> notified us about their FY2004 Public Health Improvement Grant Project entitled <Project Title> on <Date Notified>. The project targeting the <Targeted Population> in <service area, region, neighborhood or jurisdiction> will be conducted from September 1, 2003 through August 31, 2005.

### Option 1

Although we will be unable to collaborate on this project, we will be glad to provide consultation about the targeted population and community to the <Applicant Organization Name> during the project term if Public Health Improvement Grant funds are awarded.

OR

### Option 2

We have agreed to collaborate with the <Applicant Organization Name> in the following tasks if Public Health Improvement Grant funds are awarded.

List all areas that Collaborating Agency has agreed to conduct activities or donate resources toward project. Examples include:

- ☐ Staff time, expertise, knowledge
- ☐ Educational information or research tools
- ☐ Equipment
- ☐ Specific activities
- ☐ Other resources

The <Applicant Organization Name> will be responsible for facilitating the following tasks if Public Health Improvement Grant funds are awarded.

List all areas that have been agreed upon. Examples include:

- ☐ Project management
- ☐ Staff time, expertise, knowledge
- ☐ Equipment
- ☐ Specific activities
- ☐ Collaboration with other appropriate partners
- ☐ Ensuring collaborating partners receive necessary resources for participating in project
- ☐ Other Resources

**List all other Conditions such as resource allocation, special requirements agreed upon, etc.**

This is not a legal document, only a good faith statement outlining the potential collaboration or consultation services for the contract period. This letter of collaboration is submitted for inclusion in the application for the Public Health Improvement Grant FY 2004 RFP funded through TDH.

Sincerely,

Name of Official authorized to agree to collaboration

